

Garage / Shed Permit Application Procedures

1. Provide Two copies of a plat of survey or a measured drawing that includes:

- The location of the structure in relation to property lines and to other structures on the lot
- The distance between structures should be measured from any roof overhang if applicable
- The minimum distance between structures is 10'
- Setback information can be obtained from the Planning/Zoning Department at (262) 664-7842

2. Provide Two copies of a Structural Drawing (Building Plan) that includes:

- An overhead view of the garage showing placement of doors, windows roof line and the overall garage size and shape
- A Cross Section of the garage slab / fnd, wall and roof construction
- Header sizes and type/grade of lumber
- If using trusses supply the truss calcs and layout (layout if available)
- If attached to a house show footing/foundation and depth below grade (min. 48" below grade)
- The Mount Pleasant "Accessory Structure Wall Section" may only be used as the Structural Drawing for a garage or shed that has a slab on grade

3. Site review of the proposed building required:

- The Mt Pleasant Engineering Department will need to inspect/review the property for compliance with Village Grading and Drainage regulations prior to issuing a Building Permit
- Failure to have the proposed building site reviewed by the Village Engineers prior to applying for the Building Permit may cause delays
- A Grading Plan may be required
- Engineering Information contact Tony Beyer 262-664-7849 or Bill Sasse 262-664-7833

4. Complete the Building Permit Application:

- Property Owners that apply for the permit fill out name, address, phone #, project value, signature/ date & also sign the Cautionary Statement
- Contractors that apply for the permit also fill out lower portion
- The Building Inspectors will calculate permit fees

For Building Construction/ Permit Information contact:

Mark Schmidt 262-664-7824 mschmidt@mtpleasantwi.gov

Leonard Hannula 262-664-7825 lhannula@mtpleasantwi.gov

All staff can also be reached via e-mail. Contact information, permit information and forms are on the Village Website: www.mtpleasantwi.gov